

ARIZONA STATE BOARD OF COSMETOLOGY

www.cosmetology.state.az.us

STATE CANDIDATE INFORMATION BULLETIN

READ ALL INFORMATION BEFORE YOUR EXAM

BRING THE FOLLOWING WITH YOU TO THE EXAM

- A. Admission Notice (date & time to appear)
- B. Kit containing required supplies
- C. Lab coat or smock (no apron) must be worn during the examination
- D. Photo identification with date of birth for both candidate and model (drivers license)
- E. Mannequin with a clamp stand

ADMISSION TO THE EXAM

Please bring the admission notice with you to the exam. The admission notice states the time and date to appear for the examination. Doors will close promptly at the time that appears on your admission letter. Doors are opened 15 minutes prior scheduled time. Those candidates that are late (1 min. late), not appearing, unable to start, or complete on the date and at the time noticed, will forfeit the exam fee and must re-apply.

A.A.C. R4-10-109(J) states... “ services shall not be performed by a licensee (candidates) who has a contagious disease of a nature that may be transmitted by performing the service, unless the licensee (candidate) takes approved measures to prevent transmission of the disease. Services shall not be performed on an individual who has a contagious disease of nature that may be transmitted by the performing of the services.” *If you appear to have cold or flu-like symptoms you may be asked to provide documentation from your doctor.*

KIT & SUPPLIES

The Board does not supply kits to candidates for the examination nor do they recommend specific kit suppliers or renters. As a state agency, we cannot approve or recommend any private business including kit rentals.

SPECIAL NEEDS CANDIDATES

If you have a disability and require reasonable accommodations to participate in our services, contact the A.D.A. Coordinator, at 1721 E. Broadway Road, Tempe, Arizona, 85282; Phone (480) 784-4539 x239, FAX: (480) 784-4962 for information and the form. This MUST be approved PRIOR to scheduling your exam.

Language other than English is NOT a disability and does not qualify for special accommodations.

BLOOD SPILL PROCEDURE

If a blood spill should occur, clean the area, bandage and apply latex gloves. Double bag contaminated objects and dispose. Refer to blood spill procedure A.A.C. R4-10-109(J)

NOTE

- ▶ No chewing gum, food, or drinks are allowed in the examination center (unless A.D.A. approved prior to the examination).
- ▶ **Beeper, cellular phones, or any type of taping equipment are not allowed in the examination Center.**

SCORING INFORMATION

All results are mailed at the same time. To ensure confidentiality, ***EXAM RESULTS WILL NOT BE GIVEN OUT OVER THE TELEPHONE.*** Please allow TEN DAYS for the mail. If you have registered with Laser Grade for the written exam, we require that you take the Laser Grade exam before you come to take the Practical exam and bring a copy of your results with you on the day of your Practical exam.

32-576 Confidentiality – A. Examination materials, records of examination grading and performance and transcripts of educational institutions are confidential and are not subject to inspection pursuant to Title 39, Chapter 1, Article 2.

PROFESSIONAL CONDUCT

YOU MAY NOT WORK UNTIL YOU HAVE RECEIVED AND POSTED YOUR ARIZONA LICENSE IN AN ARIZONA LICENSED ESTABLISHMENT.

POLICY ON CHEATING

The exchange of information related to exam performance between candidates during the examination is prohibited.

Candidates and models are not allowed to have any ***written, product instructions or taped material*** in the testing area other than the supplies listed and approved for the examination.

The examination administrator may exclude other items from the written or practical sections of the examination that may impede the fair administration or security of the examination. ***If you do not comply, you may be asked to leave the exam*** (refer to “ Admission to the Exam”).

MANNEQUINS are recommended in place of the models for Cosmetology, Nail Technology and Instructors. If you use a mannequin, **you are responsible to bring your own mannequin & clamp stand.** A cloth towel is required to be placed between the station cover top & bottom and the mannequin stand. Nail Tech. services will be performed on (1) prepared mannequin hand for the exam. Caution: Mannequins are graded as if they were a live model. Remember: Infection Control & Patron Protection must be followed.

MODELS for the Aesthetician Exam & Instructor exam are to show:

- ▶ An ID with name, picture, and BIRTH DATE, & must be 16 years old or older
- ▶ All models will have to EXIT the examination center after practical exam is completed.

There is **NO TALKING ALLOWED** between candidate and model during the examination.

Models may not prompt or coach the candidate. Any breach of security or misconduct will result in dismissal from the exam. (Refer to "Admission to the Exam").

ALL models can NOT ever have been a student, stylist, instructor, owner, or manager in the field of cosmetology. Models may not have any cosmetology training, either past or present, in Arizona or any other state, or country. They may not alter any portion of the exam performed by the candidate.

Models must be present with the candidate at the time of their exam and agree to submit to all operations.

EXAMINATION CONTENT AREAS

Aesthetician exam: Set up and client protection, Cleansing the face, Steaming the face, Massaging the face, Application of the mask, Hair removal of the eyebrows, Facial make-up and Final cleanup.

Candidates who bring a model with permanent makeup will be graded accordingly.

Candidates are to bring pre-wet, heated towels in an insulated cooler (6 pack size).

Hair removal of the eyebrows section, a cold wax product must be used. No mock application is allowed.

Cosmetology exam: (ARIZONA TESTING ORDER)

Thermal Curling, Chemical waving, Hair Shaping, Hair Lightening/Hair Coloring, Chemical relaxing, Shampooing, and Final clean-up.

Candidates are required to take all needed supplies out of their kits and place the supplies in the drawers and the bottom cabinet area during the exam. All services are being performed on one client during the examination, and supplies need to be packed as if they are working on only one client. Kits will be placed in the waiting area during the examination, not at the station area. Pack wisely! Remember services are on 1 client.

Candidates will perform a ***basic layered haircut*** removing 1 inch of hair throughout the cut.

Nail Technician exam: Set-up, Basic manicure (metal pusher recommended), **Odorless** sculpture nail, Nail tip, Nail wrap, Polish and Final clean-up.

Candidates are ***not*** to use ***oil*** on the nails after they complete the sculpture nail, nail tip, and the nail wrap. The sculpture nail product be must an ***odorless*** product. After the sculptured nail section, the powder and liquid (monomer) should be neutralized by being poured together and discarded in the candidate's trash bag.

Instructors exam: We recommend a mannequin for the Instructor Exam. (Aesthetician Instructor will need a model) Instructor candidates will present their prepared lesson plans to the examiner at sign-in. You are to have 3 sets of lesson plans to hand in at the beginning of the exam. (1 set for yourself, 2 sets for the examiners)

Easel, Mannequin tripod, and White board are provided for exam. An Overhead projector must be requested prior to exam. Any chemical demonstration must use a mock product for class assignment.

EXAMINATION TIMES

PRACTICAL	APPROXIMATE TIMES
Aesthetician	2 hours
Cosmetology	2¼ hours
Nail Tech.	2 hours
Instructor	1 ½ hours

WRITTEN:

ALL written exams will have 1 ½ hour.

INFECTION CONTROL

WET DISINFECTANT: Label must state what product is contained in the wet disinfectant. Manufacturers' label with mixing instructions should be available upon request.

Aerosol sprays in the examination center in **PROHIBIT.**

***** DISINFECTANT WIPES MUST BE, EPA REGISTERED, HOSPITAL GRADE BACTERICIDAL, FUNGICIDAL AND VIRACIDAL. IF THE WIPES YOU CHOOSE DO NOT HAVE THE LISTING ABOVE THEY ARE NOT PROPER DISINFECTANT**

PODUCT LABELING

All products used must be in original container. Containers may be individual use size but must be the original label that states the product contained within. Container labeled "powder" and "liquid" are not properly labeled and will cause a deduction of points.

CHILDREN CARE

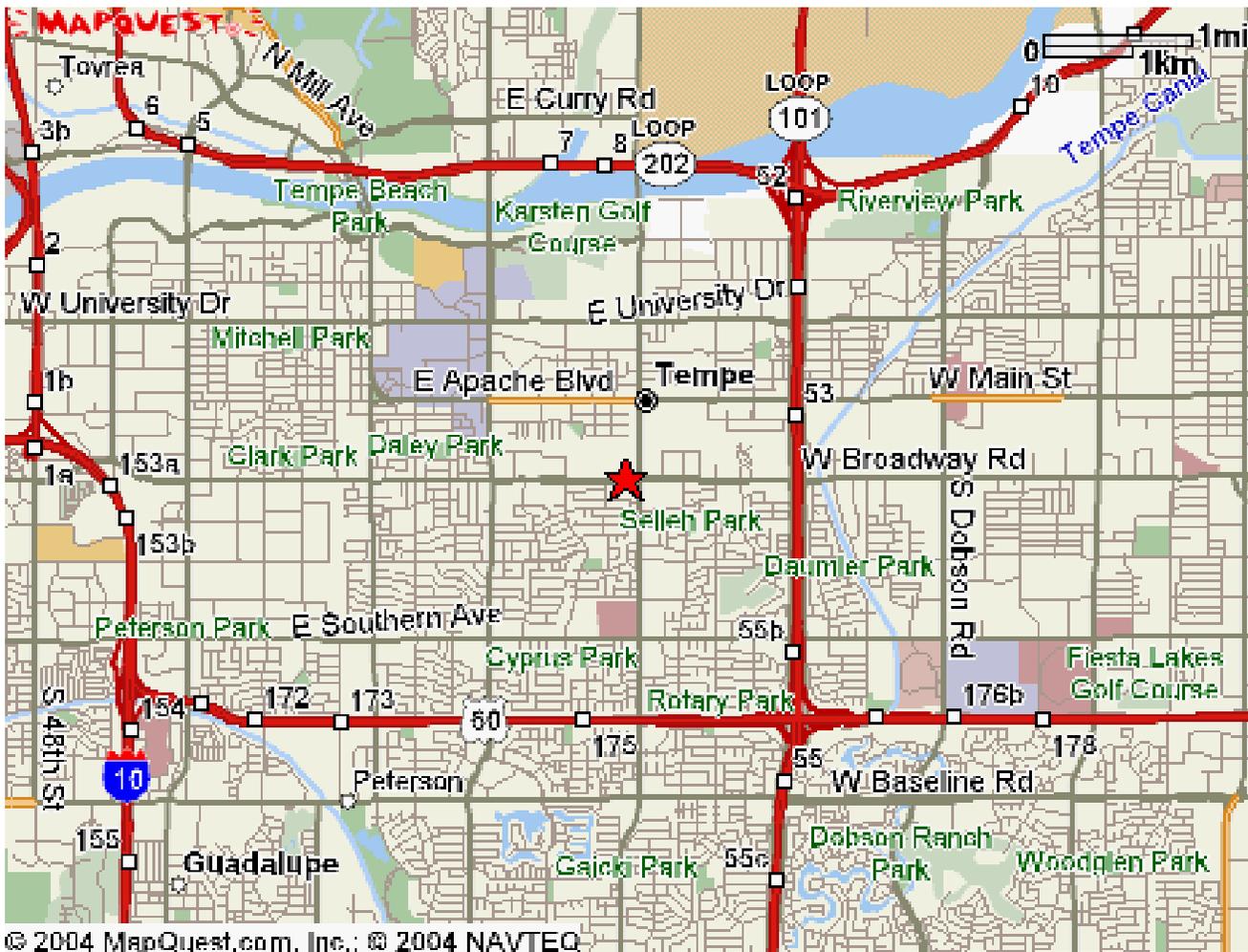
Children are not permitted in the testing area during the exam. You must provide adequate child care for your child(ren) during the examination.

PARKING

We are located at: 1721 East Broadway
Tempe, Arizona 85282
(480) 784-4539

On the Southwest corner of Broadway & McClintock. Parking & Entrance for examinations is in the rear of the shopping center. Doors open 15 mins. prior to the start of the examination and lock promptly at the start time.

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